



## Part II: Test Administration Training

### **Part I: Test Administration Training**

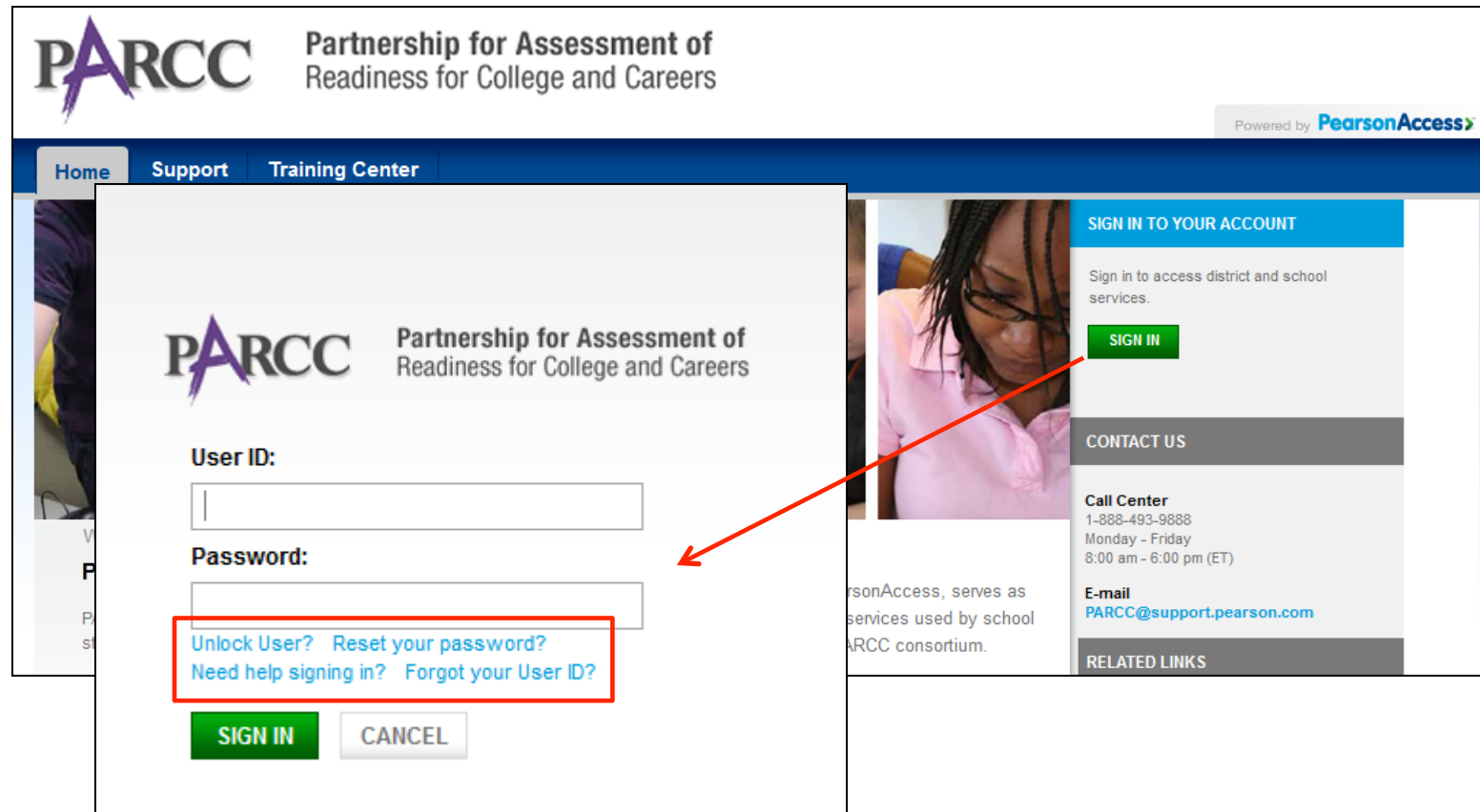


# Agenda

- Accessing PearsonAccess
- Resources in PearsonAccess
- PearsonAccess Functionality
  - Administrative Management
  - Student Data
  - Test Setup
  - Test Management and test results
- Training Center
- Additional Resources

# How Do I Access PearsonAccess?

The PARCC PearsonAccess website may be accessed at  
<http://PARCC.Pearson.com>



The screenshot shows the PARCC PearsonAccess website. The main header includes the PARCC logo and the text "Partnership for Assessment of Readiness for College and Careers". A navigation bar contains links for Home, Support, and Training Center. A modal window is overlaid on the page, displaying the login form. The form includes fields for User ID and Password, a SIGN IN button, and a CANCEL button. A red box highlights the links "Unlock User?", "Reset your password?", "Need help signing in?", and "Forgot your User ID?". A red arrow points from the "SIGN IN" button in the modal to the "SIGN IN" button in the background page. The background page also features a "SIGN IN TO YOUR ACCOUNT" section with a description and a SIGN IN button, a "CONTACT US" section with call center and email information, and a "RELATED LINKS" section.

**PARCC** Partnership for Assessment of Readiness for College and Careers

Powered by **PearsonAccess**

Home Support Training Center

**PARCC** Partnership for Assessment of Readiness for College and Careers

User ID:

Password:

[Unlock User?](#) [Reset your password?](#)  
[Need help signing in?](#) [Forgot your User ID?](#)

**SIGN IN** **CANCEL**

**SIGN IN TO YOUR ACCOUNT**

Sign in to access district and school services.

**SIGN IN**

**CONTACT US**

**Call Center**  
1-888-493-9888  
Monday - Friday  
8:00 am - 6:00 pm (ET)

**E-mail**  
[PARCC@support.pearson.com](mailto:PARCC@support.pearson.com)

**RELATED LINKS**

# PearsonAccess Home Page

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

[Home](#) | [Organizations](#) | [Student Data](#) | [Test Setup](#) | [Test Management](#) | [Test Results](#)

Welcome, Sample Coordinator

Current organization: **PARCC SAMPLE PUBLIC DISTRICT (IA993258)** [change organization](#)

## PearsonAccess

Welcome to the state's gateway to services designed to help you register students for testing, order testing materials, and analyze test results.

Organizations	Student Data	Test Setup	Test Management	Test Results
<a href="#">View Organizations</a> <ul style="list-style-type: none"><li>View Organizations</li></ul>	<a href="#">Send Student Data</a> <ul style="list-style-type: none"><li>Send student files to the system</li><li>Check for problems with sent files</li></ul> <a href="#">Student Data Information</a> <ul style="list-style-type: none"><li>Filter and sort students</li><li>View total student counts</li><li>Change student data</li><li>Create rostered classes</li></ul>	<a href="#">Enter Administration Details</a> <ul style="list-style-type: none"><li>Submit supplemental test administration information</li></ul> <a href="#">Manage Participation Counts</a> <ul style="list-style-type: none"><li>Enter student counts to order test materials</li></ul> <a href="#">Order Additional Materials and Tracking</a> <ul style="list-style-type: none"><li>Order additional materials</li><li>Track orders and shipment</li></ul>	<a href="#">Register Students</a> <ul style="list-style-type: none"><li>Assign students to paper &amp; online tests</li><li>Update student demographic data before testing</li><li>View student counts by administration</li></ul> <a href="#">Manage Test Sessions</a> <ul style="list-style-type: none"><li>View online test sessions</li><li>Add registered students to a test session</li><li>Proctor test sessions</li></ul>	<a href="#">View Published Reports</a> <ul style="list-style-type: none"><li>View, download and print access to daily published reports and extracts by organization</li></ul>

[Home](#) > [Change Organization](#)

## Change Organization

[Return to Home](#)

View By: ☐ Districts ☒ Schools

[Show Search](#) [Clear All Filters](#)

Results: 1 to 2 of 2

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Organization Code	<input checked="" type="checkbox"/> Parent Organization	<input checked="" type="checkbox"/> Closed
<input type="radio"/> OLT SCHOOL	OLT	PARCC SAMPLE PUBLIC DISTRICT	No
<input type="radio"/> PARCC SAMPLE Public School	IA99325800001	PARCC SAMPLE PUBLIC DISTRICT	No

Results: 1 to 2 of 2

PEARSON

# Resources

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

HomeOrganizationsStudent DataTest SetupTest ManagementTest Results

Help

Support

The Support screen provides a range of system support materials, including frequently asked questions (FAQs) about different functions, how to contact Pearson if you have a question, and various downloadable resources, such as product manuals, templates, and tutorials.

Home > Support

Support

[Return to Home](#)

Resources



Top Resources

Resource Categories

[Technology Information](#)  
[Manuals and Documents](#)  
[Training](#) ←  
[Templates](#)  
[Practice Test](#)

FAQs



Key FAQs

[Editing Organizational Data](#)  
[Changing Organizations](#)  
[Login/Logout](#)  
[Tracking Orders](#)  
[Sending Student Data Files](#)  
[Entering Participation Counts](#)

FAQ Categories

[Getting Started](#)  
[Training](#)

CONTACT US

Call Center

1-888-493-9888  
Monday - Friday  
6:00 am - 8:00 pm (CST)

E-mail

[PARCC@support.pearson.com](mailto:PARCC@support.pearson.com)

RELATED LINKS

[About PARCC](#)  
[System Check Tool](#)

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# Training

The *Training* section helps you locate tutorials, manuals, documents, etc.

## Resources









[Return to Support](#)

[Technology Information](#) [Manuals and Documents](#) [Templates](#) [Training](#) [ePATs](#)



### Training

Results: 1-8 of 8

<input checked="" type="checkbox"/> Document Name	<input checked="" type="checkbox"/> Publication Date
 <a href="#">PARCC Item Tryout Site Readiness Training</a>	05/31/2013
 <a href="#">PARCC Item Tryout Test Administrator Training</a>	05/31/13
 <a href="#">Click this link to launch the module: Introduction</a>	-
 <a href="#">Click this link to launch the module: Organizations Overview</a>	-
 <a href="#">Click this link to launch the module: Student Data Management Overview</a>	-
 <a href="#">Click this link to launch the module: Setting Up Online Testing Environment (TestNav 7.x)</a>	-
 <a href="#">Click this link to launch the module: Test Setup Overview</a>	-
 <a href="#">Click this link to launch the module: Test Management Overview</a>	-

Results: 1-8 of 8

Page 1

# PearsonAccess Tabs

## Test Administration Tasks

- Manage staff user accounts

- Review organization contacts

- Send student data files
- Filter and sort students
- Add, delete, or change student data

- Order additional materials and track shipments
- Configure TestNav

- Register students
- Manage test sessions

- View extracted reports

## PearsonAccess Tabs

Administrative Management

Organizations

Student Data

Test Setup

Test Management

Test Results



# **Administrative Management**



# User Roles and Permissions

User accounts must be created before personnel can login to PearsonAccess; the user's role will determine the functionality they can access.

Roles							
<input type="checkbox"/> Check All							
<input type="checkbox"/> LEA/District Test Coordinator							
<input type="checkbox"/> Technology Coordinator							
<input type="checkbox"/> School/Institution Test Coordinator							
<input type="checkbox"/> Test Administrator							
	Organization Role	State	LEA/District Test Coordinator	Non-School/ Institution Test Coordinator	School/ Institution Test Coordinator	Test Administrator	Technology Coordinator
Administrative Management							
Send User Account File		■	■	■	■		
Search/View User Account		■	■	■	■		

# View and Create Individual User Accounts

Authorized district and school personnel will be able to view and create staff user accounts within PearsonAccess manually or by submitting a file.

The screenshot displays the PearsonAccess web application interface. At the top, a navigation bar includes links for [Your Account](#), [Administrative Management](#) (highlighted with a red box), [Support](#), and [Logout](#). Below this, a secondary menu contains buttons for [Home](#), [Organizations](#), [Student Data](#), [Test Setup](#), [Test Management](#), and [Test Results](#). The main content area is titled **Administrative Management** and includes a breadcrumb trail: [Home](#) > [Administrative Management](#). A [Return to Home](#) link is also present. On the left, a green sidebar labeled **Help** provides information about administrative functions and a note: "Note: You see only those". The main content area features a **Security** section with two links: [View User Accounts](#) (highlighted with a red box) and [Send User Account File](#).

# View User Accounts

*View User Accounts* lets authorized personnel view and update existing accounts, as well as create new accounts manually.

Current organization: **PARCC SAMPLE PUBLIC DISTRICT** [change organization](#)

[Home](#) > [Administrative Management](#) > View User Accounts

## View User Accounts

[Return to Administrative Management](#)

[New User](#) | [Mark User As](#) | [Reset Password](#) | [Export to Excel](#)

**Results: 1-9 of 9**

<input type="checkbox"/>	<input checked="" type="checkbox"/> User ID	Email Address	<input checked="" type="checkbox"/> Roles	<input checked="" type="checkbox"/> Organizations	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Deleted? Not Deleted
<input checked="" type="checkbox"/>	<a href="#">coordinator</a> <a href="#">View Account</a> <a href="#">Activity</a>	mail@fakeisp.org	LEA/District Test Coordinator	PARCC SAMPLE PUBLIC DISTRICT	Unlocked	

# Manually Create a New User Account

A user's role and organization will determine the functionality they can access.

[Home](#) > [Administrative Management](#) > [View User Accounts](#) > New User Account

## New User Account

[Return to View User Accounts](#)

Required

### Demographic Information

User ID:	<input type="text"/>	Start Date:	<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="Calendar"/>
First Name:	<input type="text"/>	End Date:	<input type="text" value="mm/dd/yyyy"/>	<input type="button" value="Calendar"/>
Middle Name:	<input type="text"/>			
Last Name:	<input type="text"/>	E-mail Address:	<input type="text"/>	
User Locked:	<input type="checkbox"/>			

### Roles

☐ Check All

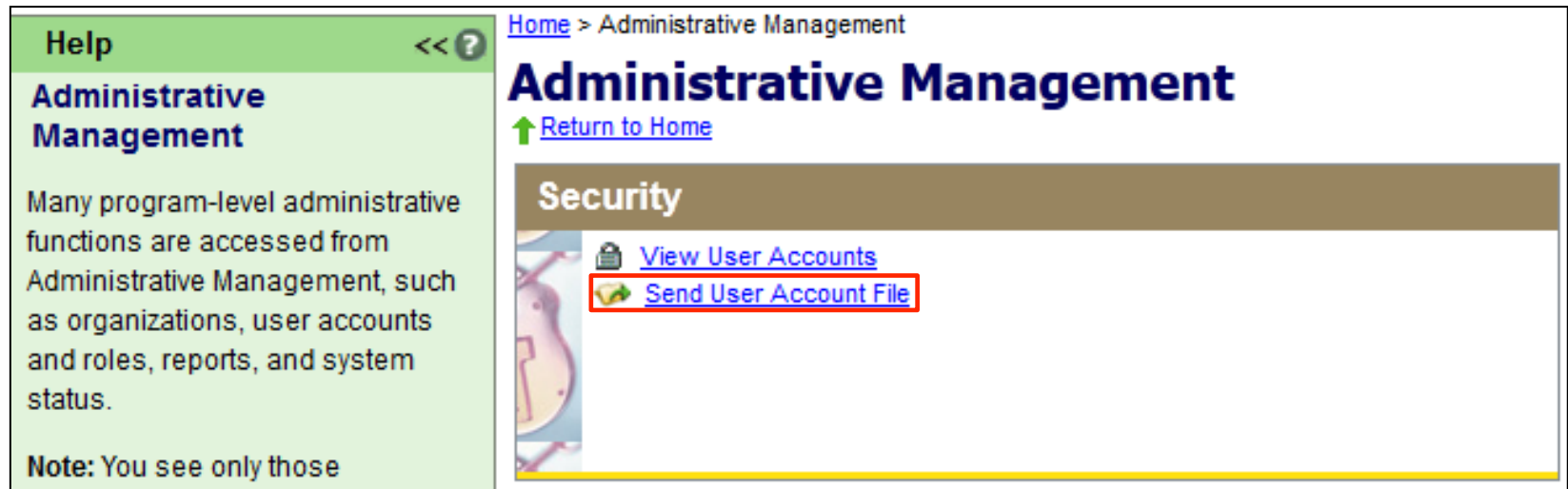
<input type="checkbox"/> LEA/District Test Coordinator	<input type="checkbox"/> School/Institution Test Coordinator	<input type="checkbox"/> Test Administrator
<input type="checkbox"/> Technology Coordinator		

### Organizations

<input type="checkbox"/> TEST2
<input type="checkbox"/> ASCHOOLWE

# Send User Account File

User Accounts can also be created or maintained by submitting a user account file; this is especially helpful when working with accounts in bulk.



The screenshot displays a web application interface for 'Administrative Management'. On the left is a green sidebar with a 'Help' header and a back arrow icon. Below it, the 'Administrative Management' section is titled, followed by a paragraph explaining that many program-level administrative functions are accessed from this area, such as organizations, user accounts, roles, reports, and system status. A 'Note' at the bottom of the sidebar states: 'Note: You see only those'. The main content area has a breadcrumb trail 'Home > Administrative Management' and a 'Return to Home' link with an upward arrow. The title 'Administrative Management' is prominently displayed. Below this is a 'Security' section header. Under 'Security', there are two links: 'View User Accounts' with a padlock icon, and 'Send User Account File' with a floppy disk icon. The 'Send User Account File' link is highlighted with a red rectangular border.

Help << ?

**Administrative Management**

Many program-level administrative functions are accessed from Administrative Management, such as organizations, user accounts and roles, reports, and system status.

**Note:** You see only those

[Home](#) > Administrative Management

**Administrative Management**

[Return to Home](#)

**Security**

[View User Accounts](#)

[Send User Account File](#)

# User Account File





By using the ***Export to Excel*** button on the *View User Accounts* page, a template is created for submitting a User Account file.

Current organization: **PARCC SAMPLE PUBLIC DISTRICT (IA993258)** [change organization](#)

[Home](#) > [Administrative Management](#) > View User Accounts

## View User Accounts

[Return to Administrative Management](#)

 New User |  Mark User As▼ |  Reset Password |  Export to Excel |

0 Users Selected Results: 1-8 of 8

<input type="checkbox"/>	<input checked="" type="checkbox"/> User ID	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> E-mail Address	<input checked="" type="checkbox"/> Roles	<input checked="" type="checkbox"/> Organizations	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Deleted? Not Deleted
<input type="checkbox"/>	<a href="#">PA CAT EP View Account Activity</a>	Dogra Exam, Pranshu		Examiner / Proctor	PARCC SAMPLE PUBLIC DISTRICT (IA993258)	Unlocked	

# User Account File fields

The User Account File template, and some important fields.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Action	User Id	First Name	Middle Name	Last Name	Email	Authorized Organizations	Roles	Locked	Start Date	End Date	Deleted
2												
3												
4												

Valid values are:  
C (create)  
U (update)

Contains the User ID. Must be unique.  
If the User ID entered to create a new account is already taken, an error message will be received upon upload.

Optional field. This field is required at the end of the file complete.

Valid values are:  
TRUE  
FALSE

An account marked as deleted "TRUE" cannot be accessed by the user. Because the account is only marked as deleted, you can revive the account by populating the Deleted field with "FALSE" (not deleted).

Colon-delimited field. Multiple roles must be delimited (i.e., separated) with a colon.

Valid values are:

mm  
month  
day  
year  
hour (24-hour clock)  
minute.

For example, if a start date is March 31, 2011, at 5:00 PM (CT), it should be entered into this field as 3/31/2011 17:00.

# Send User Account File

Submit your file for processing at Administrative Management > Send User Account File.

Home > [Administrative Management](#) > Send User Account File

## Send User Account File

[Return to Administrative Management](#)

Send User Account File

File Status Notification

File  
☐

File  
☐

**Send**

File M

[PAR](#)

### View File Details

File: PARCC User File Upload.csv [download file](#)  
Size: 0.3 Kb  
Sent By: Sample Coordinator  
Sent Date: 08/29/2013 11:13 AM  
Status: Data Problems in file

Results: 1-1 of 1

Records	Data Problems
<input type="checkbox"/> 1	Failed accounts
Line 2	End date (2/32/2014 12:30:00 PM) does not conform to required format (M/d/yyyy H:mm)

Results: 1-1 of 1





# Agent Authorizations

- PARCC Customer Support agents may:
  - Reset passwords
  - Unlock accounts for LEA/District Test Coordinator accounts
  - Update email addresses for LEA/District Test Coordinator accounts
- Agents may not:
  - Create accounts
  - Lock/unlock accounts for non-LEA/District Test Coordinator accounts
  - Update email addresses for non-LEA/District Test Coordinator accounts
  - Delete/undelete accounts

# Customer Support Requests

Customer Support Requests allow authorized staff to securely communicate with Pearson.

## Customer Support Requests

[Return to Administrative Management](#)

New Request | Delete

Results: 1-2 of 2 | Display 25

Hide Search

Requester Name

User ID

Organization ID

Organization Name

Admin ID

Request ID

E-mail Address

Status

Category

Submitted Date

Updated Date

☒ Show All Requests

Search

<input type="checkbox"/>	<input checked="" type="checkbox"/> Requester Name	<input checked="" type="checkbox"/> User ID	<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/> Admin ID	<input checked="" type="checkbox"/> Request ID	<input checked="" type="checkbox"/> E-mail Address	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Category	<input checked="" type="checkbox"/> Submitted	<input checked="" type="checkbox"/> Updated
<input type="checkbox"/>	<a href="#">Coordinator, Sample</a>	snugsa02	PARCC Dept of Education - PC	snuggs11	100000000040	sara.snuggs@pearson.com	Additional Information Needed	Ordering Materials	01/30/2014 1:25 PM	01/30/2014 1:26 PM
<input type="checkbox"/>	<a href="#">Coordinator, Sample</a>	snugsa02	PARCC Dept of Education - PC	snuggs11	100000000021	sara.snuggs@pearson.com	Closed	Submitting Student Data Files	01/30/2014 1:23 PM	01/30/2014 1:26 PM

Results: 1-2 of 2 | Display 25

[Test Session Summary](#)

[View Test Progress](#)

Save and Send Notification

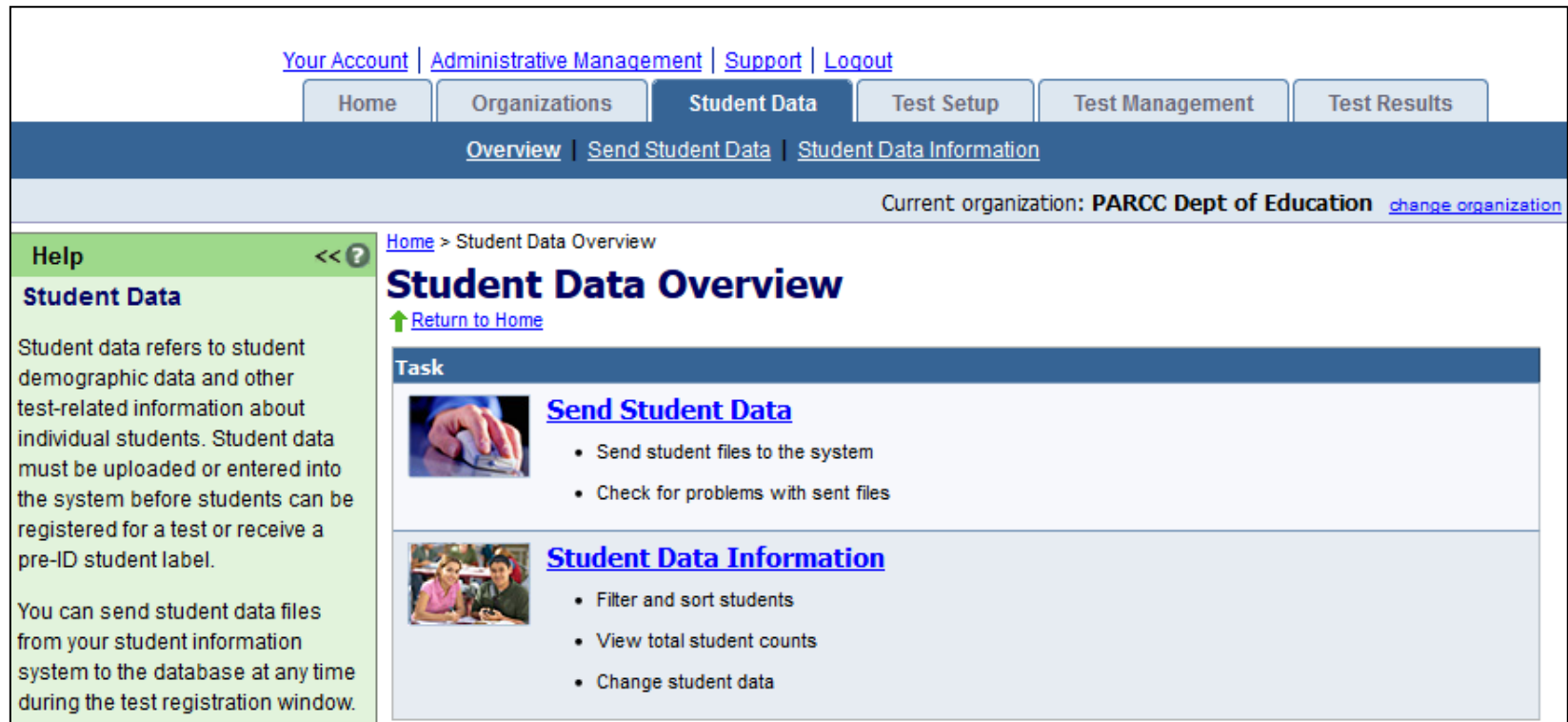
Cancel



## Student Data

# Student Data

Student Data refers to student demographic data and other testing-specific information about individual students.



The screenshot displays the 'Student Data Overview' page within the PARCC system. At the top, there is a navigation bar with links for 'Your Account', 'Administrative Management', 'Support', and 'Logout'. Below this is a secondary navigation bar with tabs for 'Home', 'Organizations', 'Student Data' (which is active), 'Test Setup', 'Test Management', and 'Test Results'. A third navigation bar shows 'Overview', 'Send Student Data', and 'Student Data Information'. The main content area is titled 'Student Data Overview' and includes a 'Return to Home' link. It features two task sections: 'Send Student Data' and 'Student Data Information'. A left sidebar contains a 'Help' section with a 'Student Data' subsection, which explains that student data refers to demographic and test-related information and must be uploaded before students can be registered for a test or receive a pre-ID student label. It also states that user can send student data files from their student information system to the database at any time during the test registration window.

[Your Account](#) | [Administrative Management](#) | [Support](#) | [Logout](#)

Home | Organizations | **Student Data** | Test Setup | Test Management | Test Results

[Overview](#) | [Send Student Data](#) | [Student Data Information](#)

Current organization: **PARCC Dept of Education** [change organization](#)

**Help** << ?

**Student Data**

Student data refers to student demographic data and other test-related information about individual students. Student data must be uploaded or entered into the system before students can be registered for a test or receive a pre-ID student label.


You can send student data files from your student information system to the database at any time during the test registration window.

[Home](#) > Student Data Overview


## Student Data Overview

[Return to Home](#)

**Task**

 [Send Student Data](#)

- Send student files to the system
- Check for problems with sent files

 [Student Data Information](#)


- Filter and sort students
- View total student counts
- Change student data

# Send Student Data – Resources

Resources for creating a student data upload (SDU) file can be located on the Support > Resources > Templates page.

[Home](#) > [Support](#) > Resources

## Resources









**PARCC**  
Partnership for Assessment of  
Readiness for College and Careers

### PARCC Spring 2014 Field Test

#### Student Data Upload (SDU) File Field Definitions

Note: The header row must be deleted before uploading the file to PearsonAccess.

 <a href="#">Student Data Upload (SDU) File Layout</a>	12/15/2013
 <a href="#">Student Data Upload (SDU) Field Definitions</a>	01/24/2014
 <a href="#">User Roles and Permissions Matrix</a>	12/17/2013
 <a href="#">User File Layout</a>	12/17/2013
 <a href="#">User File Field Definitions</a>	12/17/2013
 <a href="#">Testcodes for PBA and EOY</a>	01/27/2014

Page 1

Results: 1-8 of 8

# Send Student Data

Submitting an SDU file to mass upload students for testing is the most common way students are registered.

The screenshot displays a web application interface for sending student data. The top navigation bar includes a 'Help' link and a breadcrumb trail: 'Home > Student Data > Send Student Data'. The main content area is titled 'Send Student Data' and provides the following information:

- Status of your file upload is shown below:
- Submitter: Sample Coordinator
- Organization: IA993258
- Status: Problems
- File Name: PARCC SDU test.csv
- Sent Date: 08/30/2013 10:51 AM
- Completion Date: 08/30/2013 10:51 AM

Below this information, a message states: '1 of 2 records (50% of the file) had data problems.' This is followed by 'Next Steps: Correct the problems in the file and send the entire file again. 1 record of 2 (50%) of the file were placed into the Assessment System.'

A detailed error message follows: '1 of 2 records (50% of the file) had data problems. Problems are encountered when the content of your file does not match the specified file format or data in the file is incorrect.'

The section is titled 'RECORDS DATA PROBLEMS' and contains a table with one row:

Record Number	Problem Description
1	invalid organization code

The interface also features a left sidebar with links for 'Send Student Data', 'Submit a Student Data File', and 'Upload Student Data'. A right sidebar shows a pagination control indicating '1 of 2' records and a 'Next' button.

# Send Student Data - Status

Once an SDU is submitted, PearsonAccess provides detailed status updates, along with applicable error information.

Help << ? Home > Student Data > Send Student Data

Send Student Data Send Student Data

View File Details

File: PARCC SDU test2.csv [download file](#)

Size: 0.1 Kb

Sent By: Sample Coordinator

Test Administration: PARCC 2013 Item Tryout

Sent Date: 08/30/2013 10:57 AM

Status: Data Problems in file

Message: 1 of 1 record (100% of the file) had data problems. Problems are encountered when the content of your file does not match the specified file format or data in the file is incorrect.

Export errors to Excel |

Results: 1-1 of 1

Records	Data Problems
<input type="checkbox"/> 1	value is not in the set of values
IA9.87654E+11	The Student Identifier field contains a value that is not in the following set of values 0-9,A-Z (Upper only),No embedded spaces.

Results: 1-1 of 1

# Student Data Information

*Student Data Information* allows you to search for students, add or delete students, update enrollment, and view reports.

Current organization: **TEST2** [change organization](#)

[Home](#) > [Student Data](#) > Student Data Information

## Student Data Information

[Return to Student Data](#)

**View By:** ☐ Schools ☒ Students

**Search:** ☒ Current Organization Only ☐ Unenrolled Students

0 Students Selected

Results: 0 to 0 of at least 100

Name

starts with

last name, first name

PA Unique ID

starts with

Student Identifier starts with

School

starts with

School Code

starts with

☐ Show All Students

New Student

Delete

Add Enrollment

Reports

Request Student File

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> PA Unique ID	<input checked="" type="checkbox"/> Student Identifier	<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/> School Code
Search Required				

Results: 0 to 0 of at least 100

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# Student Data Information – Search Results

After executing a search, selecting an individual student provides the *Student Details* with the student record and enrollments.

The screenshot displays a web application interface for student data. The top section, titled "Student Data Information", includes a breadcrumb trail "Home > Student Data > Student Data Information" and a "Return to Student Data" link. Below this, there are "View By" radio buttons for "Schools" and "Students" (selected), and "Search" radio buttons for "Current Organization Only" (selected) and "Unenrolled Students". A search bar contains the text "last", and a "Clear All Filters" link is visible. The search results show "0 Students Selected" and "Results: 1 to 2 of 2".

The bottom section, titled "Student Details", features a "Return to Student Data Information" link and two tabs: "Student Details" (selected) and "Enrollments". The "Student Master Record" section displays the following information:

Student Identifier:	090909090
Last Name:	LASTNAMESAMPLE
First Name:	FIRSTNAMESAMPLE
Middle Name:	
Student State:	TX

At the top right of the "Student Master Record" section, there are three buttons: "Edit", "Change History", and "Go back to Student List".

# Enrollments

The *Enrollments* tab shows current enrollment for a student, and allows you to manually update enrollment as needed.

Home > [Student Data](#) > [Student Data Information](#) > Student Details



## Student Details

[↑ Return to Student Data Information](#)

Student Details | **Enrollments**

LAST NAME BA, FIRST NAME BA  
PA Unique ID: 000000002  
Student ID: IA111111111111111111

0 Entities Selected Results: 1 to 1 of 1

 Add Enrollment |  Remove Enrollment

Name	Organization Code	Type
<input type="checkbox"/> PARCC SAMPLE Public School	IA99325800001	Schools

Results: 1 to 1 of 1

# Adding a New Student

Home > Student Data > Student Data Information > New Student

Current organization: TEST2 [change organization](#)

Current organization: TEST2 [change organization](#)

Current organization: TEST2 [change organization](#)

Current organization: TEST2 [change organization](#)

Home > Student Data > Student Data Information > New Student

## New Student

[Return to Student Data Information](#)

1 2 3 4

Student Details Test Registration Details Registration Classes **Assigned Tests** Student added to classes.

**Step 4: Select Assigned Tests** Save and Exit Exit

Student Name: LASTNAMESAMPLEC, FIRSTNAMESAMPLEC

Organization: ASCHOOLWE

Test Administration: PARCC Field Test 2014 - PBA

1 Entities Selected Results: 1 to 42 of 42

<input type="checkbox"/>	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Organization	Test Details
<input type="checkbox"/>	Grade 3 Mathematics	PARCC SAMPLE	ASCHOOLWE	
<input type="checkbox"/>	Grade 4 Mathematics	PARCC SAMPLE	ASCHOOLWE	
<input checked="" type="checkbox"/>	Grade 5 Mathematics	PARCC SAMPLE	ASCHOOLWE	▶ Test Format: <div>&lt;select&gt; &lt;select&gt; Online Paper</div>
<input type="checkbox"/>	Grade 6 Mathematics	PARCC SAMPLE	ASCHOOLWE	
<input type="checkbox"/>	Grade 7 Mathematics	PARCC SAMPLE	ASCHOOLWE	

When adding new students, remember:

- 1) Students are **enrolled** to a school.
- 2) Students are **registered** for a test administration.
- 3) Students are **assigned** to a registration class.
- 4) Students are **assigned** to a test.

# Enrollment Changes Report

The Enrollment Changes report shows students who have changed enrollments within your organization.

[Home](#) > [Student Data](#) > Student Data Information

## Student Data Information

[Return to Student Data](#)

[Home](#) > [Student Data](#) > [Student Data Information](#) > Student Data Reports

## Student Data Reports

[Return to Student Data Information](#)

### Enrollment Changes

Transferred: in the last 30 days - Required

[View Results](#)

Results: 1 to 2 of 2

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> PA Unique ID	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> School	DOB	Gender	Enrollment Date
LAST NAME ZZ, FIRST NAME ZZ	900000101	IA987654321	PARCC SAMPLE Public School		-	2013-08-30 10:45:21
LASTNAMESAMPLE, FIRSTNAMESAMPLE	000000081	IA224093	PARCC SAMPLE Public School		-	2013-08-19 13:39:57

Results: 1 to 2 of 2



# Test Setup

# Test Setup

*Test Setup* activities help you to prepare for both paper and online testing.

HomeOrganizationsStudent DataTest SetupTest ManagementTest Results

OverviewEnter Administration DetailsOrder Additional Materials and TrackingManage Participation CountsConfigure TestNav


Current organization: **TEST2** [change organization](#)

Home > Test Setup Overview

## Test Setup Overview


[Return to Home](#)

### PARCC Field Test 2014 -




#### Enter Administration

- Submit supplemental




#### Order Additional Materials

- Order additional materials
- Track orders and



#### Manage Participation

- Enter student counts



#### Configure TestNav

- Manage proctor caching and TestNav client settings

Select Administration:SaveCancelSave and Make Default

Results: 1 - 3 of 3

Test Administration	Default
<input type="radio"/> PARCC Field Test 2014 - PBA	
<input checked="" type="radio"/> PARCC Field Test 2014 - EOY	
<input type="radio"/> PARCC 2013 Item Tryout	

Results: 1 - 3 of 3

SaveCancelSave and Make Default



# Order Additional Materials

Use *Order Additional Materials and Tracking* to order additional paper materials than originally provided in your initial distribution.

- Orders can be submitted by users with the following roles:
  - LEA/District Test Coordinator
  - Non-School/Institution Test Coordinator
  - School/Institution Test Coordinator.
- Ordering additional materials is a three-step process.
  - Verify the shipping information is correct. If it is not correct, contact your State Field Test Contact.
  - Enter a quantity in the *Quantity* column for each type of material that you want to order.
  - Review the order, and then click **Save** to complete the ordering process.

# Order Additional Materials

Review orders carefully; quantities should take into account if materials are packaged singly or in packs of 5 or more.

Current organization: **TEST2** [change organization](#)

[Home](#) > [Test Setup](#) > Order Additional Materials and Tracking

## Order Additional Materials and Tracking

[Return to Test Setup](#)

PARCC Field Test 2014 - PBA [Change](#)

Select Test Administration Materials < Back Next > Cancel

[Show Search](#) 0 Test Administration Materials Selected [show selected](#) Results: 1 - 23 of 23

Quantity	<input checked="" type="checkbox"/> Test Administration Material	<input checked="" type="checkbox"/> Type
<input type="text"/>	ANS DOC, PKS	ANSWER DOCUMENTS- PACKS OF 5
<input type="text" value="5"/>	SEC TB, PKS	TEST BOOKS IN PACKS OF 5
<input type="text"/>	SEC TB, SNG	TEST BOOKS - SINGLES



# Shipment Tracking

*Order Additional Materials and Tracking* is also used to check on the status of existing orders and track order shipments.

Current organization: **TEST2** [change organization](#)

[Home](#) > [Test Setup](#) > Order Additional Materials and Tracking

**Order Additional Materials and Tracking**

[Return to Test Setup](#)

PARCC Field Test 2014 - PBA [Change](#)

View By: ☒ Orders from Pearson ☐ Shipments to Pearson

Order Additional Materials | Delete | Reports▼

Results: 1 to 3 of 3

<input checked="" type="checkbox"/> Order	<input checked="" type="checkbox"/> Sales Order Number	<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/> Organization Code	<input checked="" type="checkbox"/> Submission Date ▲	<input checked="" type="checkbox"/> Approval Date	<input checked="" type="checkbox"/> Delivery Date	<input checked="" type="checkbox"/> Confirmation
<a href="#">Test Administration Materials</a> (952222)	3752339/1	Delivered	TEST2	TX-000003	06/14/2013		06/17/2013	
<a href="#">Test Administration Materials</a> (952223)	3752339/2	Delivered	ASCHOOLWE	TX-000003-456632	06/14/2013		06/17/2013	
<a href="#">Additional Order</a> (956243)	956243/956243	Delivered	TEST2	TX-000003	06/17/2013	06/17/2013	06/18/2013	

Results: 1 to 3 of 3

# Shipment Tracking - Reports

Multiple order and shipment reports are available for review by selecting **Reports**.

Current organization: **TEST2** [change organization](#)

[Home](#) > [Test Setup](#) > Order Additional Materials and Tracking

## Order Additional Materials and Tracking

[Return to Test Setup](#)

PARCC Field Test 2014 - PBA [Change](#)

View By: ☒ Orders from Pearson ☐ Shipments to Pearson

[Delete](#) [Reports](#)

[Show Search](#)

[Order](#)

[Additional Order Material Summary](#)  
Summary of material quantities ordered

[Additional Order Detail](#)  
Details of materials ordered by each organization

[Total Material Summary](#)  
Summary of all material quantities

[Total Order Detail](#)  
Details of all materials for each organization

[Security Checklist](#)  
Summary of material serial numbers

[Security Checklist Download](#)  
Summary of material serial numbers

[Security Checklist Detail](#)  
Detailed list of material serial numbers

[Shipment Problem Detail](#)  
Details of all shipment problems

Results: **None Found**

<input checked="" type="checkbox"/> Order	<input checked="" type="checkbox"/> Organization	<input checked="" type="checkbox"/> Organization Code	<input checked="" type="checkbox"/> Submission Date ▲	<input checked="" type="checkbox"/> Approval Date	<input checked="" type="checkbox"/> Delivery Date	<input checked="" type="checkbox"/> Confirmation
No records were found						

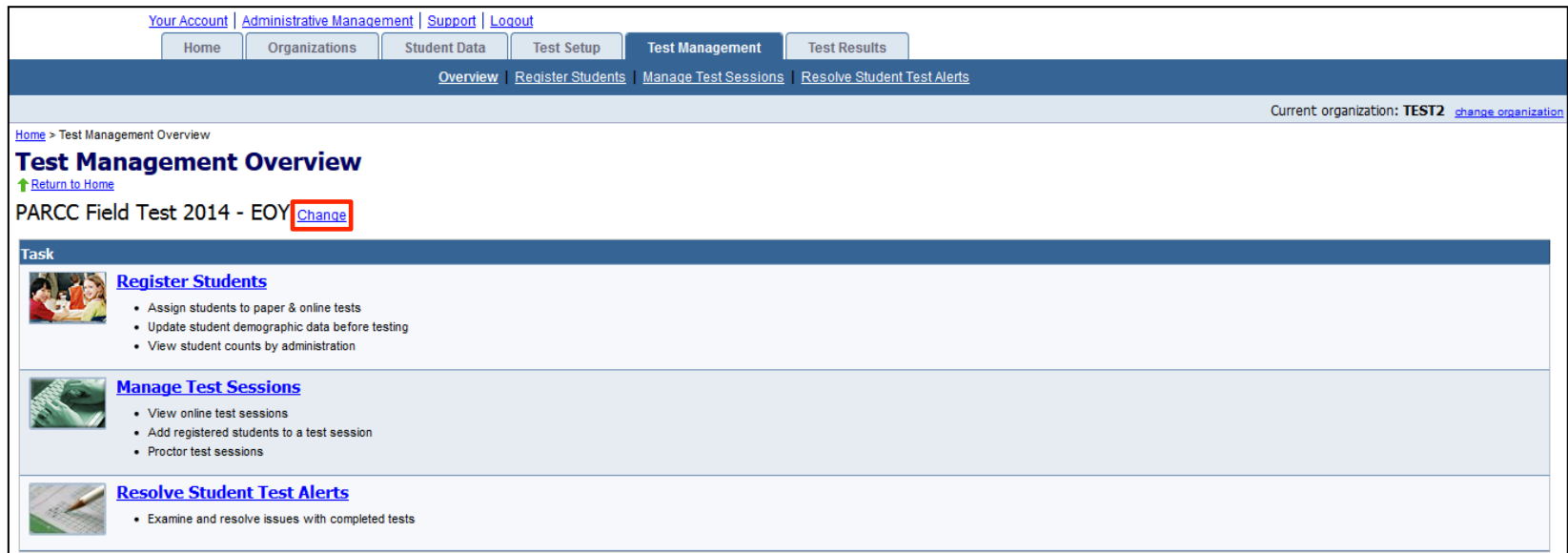
Results: **None Found**



# Test Management

# Test Management

The primary test management activities are registering students and managing test sessions.



The screenshot shows a web application interface for Test Management. At the top, there is a navigation bar with links: [Your Account](#), [Administrative Management](#), [Support](#), and [Logout](#). Below this is a secondary navigation bar with tabs: [Home](#), [Organizations](#), [Student Data](#), [Test Setup](#), [Test Management](#) (active), and [Test Results](#). Under the [Test Management](#) tab, there are sub-links: [Overview](#), [Register Students](#), [Manage Test Sessions](#), and [Resolve Student Test Alerts](#). The main content area shows the 'Test Management Overview' page. It includes a breadcrumb trail: [Home](#) > Test Management Overview. The page title is 'Test Management Overview'. Below the title is a link: [Return to Home](#). The main heading is 'PARCC Field Test 2014 - EOY' with a [Change](#) button next to it. Below this is a 'Task' section with three items: 'Register Students' (with a list of tasks: Assign students to paper & online tests, Update student demographic data before testing, View student counts by administration), 'Manage Test Sessions' (with a list of tasks: View online test sessions, Add registered students to a test session, Proctor test sessions), and 'Resolve Student Test Alerts' (with a list of tasks: Examine and resolve issues with completed tests).

- *Register Students* allows you to manually assign students to paper & online tests, update student demographic data before testing, and view student counts by administration.
- *Managing Test Sessions* is one of the main activities for computer-based testing.

# Register Students – Manual Registration

Students are typically registered via an SDU file, but can be registered manually.

The screenshot displays the 'Register Students' page for the 'PARCC Field Test 2014 - EOY' test administration. The current organization is 'TEST2'. The page includes a sidebar with navigation links and a main content area with tabs for 'Registered Students Record', 'Assigned Groups', and 'Assigned Tests'. The 'Registered Students Record' tab is active, showing a form for a student named 'LASTNAMESAMPLE, FIRSTNAMESAMPLE' with a PA Unique ID of '100000041' and a Student Identifier of '090909090'. The form also includes a section for 'Registered for this Test Administration at:' with a checkbox for 'ASCHOOLWE (TX-000003-456632)'. At the bottom, there are fields for 'Grade Level When Assessed:', 'Birthdate (YYYY-MM-DD):', and 'Sex:'. A red arrow points to a 'Required' field label.

Current organization: **TEST2** [change organization](#)

[Home](#) > [Test Management](#) > Register Students

## Register Students

[Return to Test Management](#)

[Home](#) > [Test Management](#) > [Register Students](#) > Registered Students

## Registered Students

[Return to Register Students](#)

PARCC Field Test 2014 - EOY [Change](#)

Registered Students Record Assigned Groups Assigned Tests

### Student Registration Record

[Register Student](#) [Cancel](#)

LASTNAMESAMPLE, FIRSTNAMESAMPLE  
PA Unique ID: 100000041  
Student Identifier: 090909090

Registered for this Test Administration at:

☐ ASCHOOLWE (TX-000003-456632)

Grade Level When Assessed:

Birthdate (YYYY-MM-DD):

Sex:

Required

# Register Students – Manual Steps

After manually registering a student, a registration class and test(s) need to be added.

The screenshot displays the 'Registered Students' interface for the 'PARCC Field Test 2014 - EOY'. The current organization is 'TEST2'. The interface includes a sidebar with navigation options like 'View', 'Search', and 'Add'. The main content area shows the 'Assigned Tests' tab, which lists 'Unassigned Tests' for the student 'LASTNAME SAMPLE, FIRSTNAME SAMPLE' with Student Identifier '090909090'. The list of unassigned tests includes Grade 3 through Grade 8 Mathematics, Algebra I, and Algebra II, all assigned to 'SMITH CLASS A' and 'ASCHOOLWE'.

Current organization: **TEST2** [change organization](#)

Home > [Test Management](#) > Register Students

Current organization: **TEST2** [change organization](#)

Home > [Test Management](#) > [Register Students](#) > Registered Students

Current organization: **TEST2** [change organization](#)

Home > [Test Management](#) > [Register Students](#) > Registered Students

**Registered Students**

[Return to Register Students](#)

PARCC Field Test 2014 - EOY [Change](#)

Registered Students Record Assigned Groups Assigned Tests

Unassigned Tests Cancel

LASTNAME SAMPLE, FIRSTNAME SAMPLE

Student Identifier: 090909090

Results: 1 to 20 of 42

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Organization
<a href="#">Grade 3 Mathematics</a>	SMITH CLASS A	ASCHOOLWE
<a href="#">Grade 4 Mathematics</a>	SMITH CLASS A	ASCHOOLWE
<a href="#">Grade 5 Mathematics</a>	SMITH CLASS A	ASCHOOLWE
<a href="#">Grade 6 Mathematics</a>	SMITH CLASS A	ASCHOOLWE
<a href="#">Grade 7 Mathematics</a>	SMITH CLASS A	ASCHOOLWE
<a href="#">Grade 8 Mathematics</a>	SMITH CLASS A	ASCHOOLWE
<a href="#">Algebra I</a>	SMITH CLASS A	ASCHOOLWE
<a href="#">Algebra II</a>	SMITH CLASS A	ASCHOOLWE

# Register Students – Reports

*Register Students* also allows you to run reports to help you manage student registrations.

The screenshot shows the 'Register Students' interface for the organization 'TEST2 (TX-000003)'. The breadcrumb trail is 'Home > Test Management > Register Students'. The main heading is 'Register Students' with a link to 'Return to Test Management'. Below this is 'PARCC Field Test 2014 - PBA' with a 'Change' link. The 'View By' section has three radio buttons: 'Classes', 'Registered Students' (selected), and 'Unregistered Students'. The 'Search' section has a radio button for 'Current Organization Only'. There are buttons for 'Hide Search' and 'Clear All Filters'. A status bar indicates '0 Students Selected' and 'Results: 1 to 1 of 1'. Below the search filters are four input fields: 'Name starts with' (with a placeholder 'last name, first name'), 'Student Identifier starts with', 'School starts with', and 'School Code starts with'. There is a checkbox for 'Show All Students' and a 'Search' button. Below the search filters is a row of buttons: 'Remove Registration', 'Request Registration File' (highlighted with a red box), 'Request Registration Summary', and 'Request Test Summary'. Below this is a table with four columns: 'Name', 'Student Identifier', 'School', and 'School Code'. The table contains one row of data: 'LASTNAMESAMPLEC, FIRSTNAMESAMPLEC', '090909092', 'ASCHOOLWE', and 'TX-000003-456632'. The bottom right corner shows 'Results: 1 to 1 of 1'.

Name	Student Identifier	School	School Code
LASTNAMESAMPLEC, FIRSTNAMESAMPLEC	090909092	ASCHOOLWE	TX-000003-456632

attempts, and students with failed test attempts.

- The report includes only schools that are participating in the selected test administration.

# Register Students – View/Update/ Remove Registrations

From the *Register Students* screen, you can also view, update, or remove registrations.

Current organization: **TEST2** [change organization](#)

Home > [Test Management](#) > Register Students

Registered Students

Home > [Test Management](#) > [Register Students](#) > Registered Students

PARCC Field Test 2014 - EOY [Change](#)

Registered Students Record | Assigned Groups | Assigned Tests

Student Registration Record Edit Change History

LASTNAMESAMPLE, FIRSTNAMESAMPLE  
PA Unique ID: 100000041  
Student Identifier: 090909090

Registered for this Test Administration at:

☒ ASCHOOLWE (TX-000003-456632)

Grade Level When Assessed: 10 - Tenth grade  
Birthdate (YYYY-MM-DD): 1997-01-01  
Sex: Female



# Manage Test Sessions

Most activities associated with computer-based test sessions will be performed on *Manage Test Sessions*.

The screenshot shows the 'Manage Test Sessions' web interface. At the top right, it says 'Current organization: TEST2' with a 'change organization' link. The breadcrumb trail is 'Home > Test Management > Manage Test Sessions'. The main heading is 'Manage Test Sessions' with a 'Return to Test Management' link. Below that is 'PARCC Field Test 2014 - PBA' with a 'Change' link. The 'View By:' section has radio buttons for 'Test Sessions' (selected) and 'Students'. A toolbar contains 'Clear All Filters', '0 Selected Test Sessions', and 'Results: 0-0 of 0'. Below the toolbar is a row of icons and labels: 'New Session', 'Delete', 'Currently Scheduled Sessions', 'Students not assigned to session', and 'Session List Download'. A table header is visible with columns: 'Session Name', 'Status', 'Start Date', 'Test', 'Students', 'School', and 'Test Location'. At the bottom, it says 'There are no sessions to display.'

- To view or edit an existing session, click on the session name.
- To create a new session, click **New Session**.
- To delete a session, place a check mark next to the session name and then click **Delete**.
- To view details about currently scheduled test sessions, click **Currently Scheduled Sessions**.
- To view a CSV file with students registered to test but not in a session, click **Students not assigned to session**.
- To download the session list as a CSV file, click **Session List Download**.



# Create Test Sessions

Before students can take a computer-based test, test sessions must be created.

- Click the **New Session** button.
- Enter a session name and select a school.
- Enter the remaining session details. Required fields are designated with a red arrow.
- If applicable, select “No” from the Read Aloud by Test Examiner drop-down menu.
- For administrations in which there is only one form, “Main” must be selected from the Form Group Type drop-down menu.
- If applicable, a proctor caching computer should be selected from the Proctor Caching Computer drop-down menu.
- Provide a Scheduled Start Date; this is for planning purposes only, as sessions will only start once they have been started by the Test Administrator.
- To grant school-level users the ability to assign district-level proctor caching computers to test sessions, select the “Include caching computers defined for the District” checkbox.
- You may add students now, or you can add students later.
- Click the **Save** button after completing all session details.



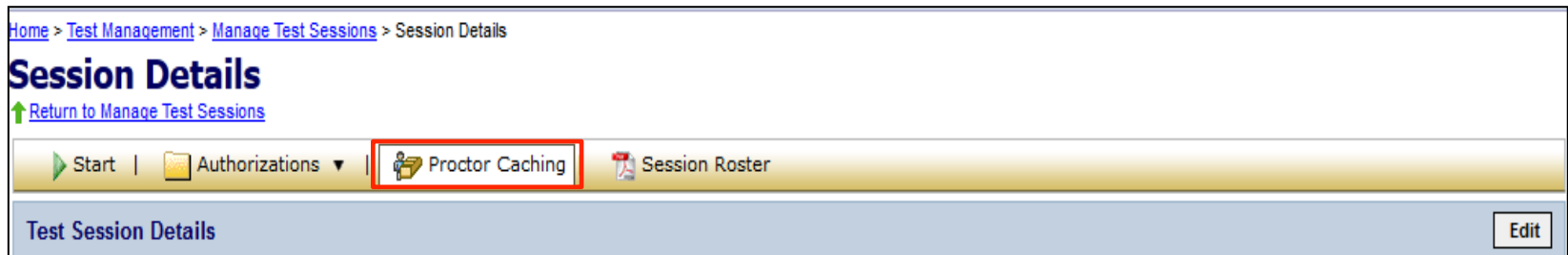
# Session Details

The *Session Details* screen allows you to manage the details of each test session.

- In the Session Details screen, you can:
  - start and stop a test session,
  - print Student Authorizations and/or seal codes,
  - print Proctor Authorizations (for Read Aloud administrations),
  - proctor cache test content,
  - print a session roster,
  - update TestNav configurations,
  - monitor individual student's tests,
  - resume a student's test,
  - mark a test complete, and
  - add/remove/move students.

# Proctor Caching Test Content

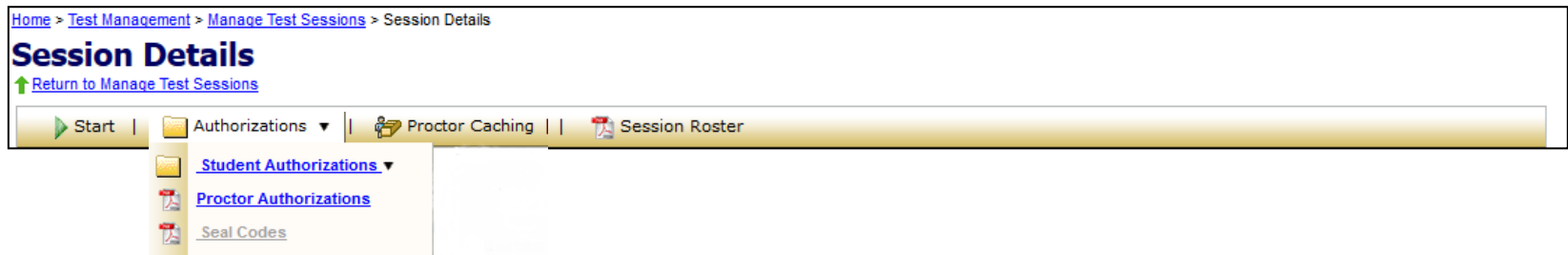
*Proctor caching* refers to downloading encrypted test content from the Pearson testing server to a secure local computer prior to starting a test session.



- Proctor caching is completed at the session level, on the *Session Details* screen.
  - The **Proctor Caching** button will be disabled and you will not be able to cache the test content for the test session if you do not have access to proctor caching or if you are not within the proctor caching window.
- Proctor caching is available up to one week before an administration; districts will receive notification when it is available.

# Student and Proctor Authorizations

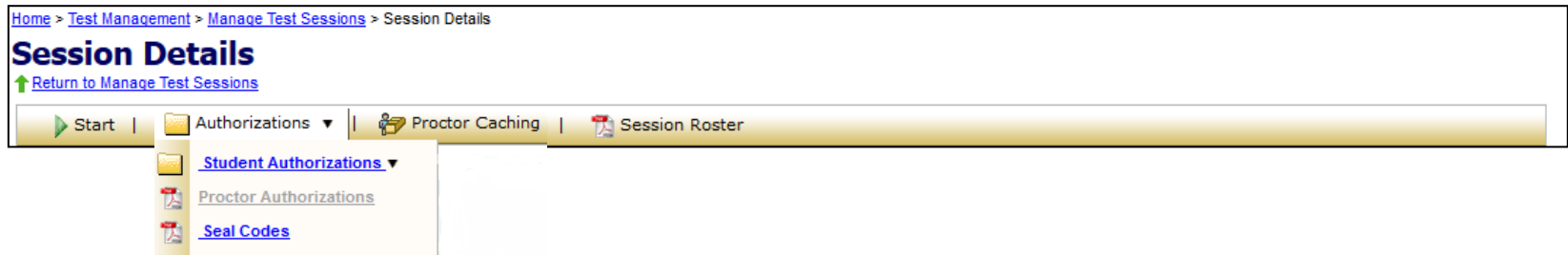
Student and Proctor authorizations are needed to perform certain functions at the session level.



- Each student must have an authorization in order to log in to a test.
- Proctor authorizations (log in for test administrator) are only for Read Aloud Administrations.
- Authorizations contain:
  - the URL to access tests through the browser-based TestNav,
  - a unique login ID, and
  - the test code needed to log in.

# Authorizations - Seal Codes

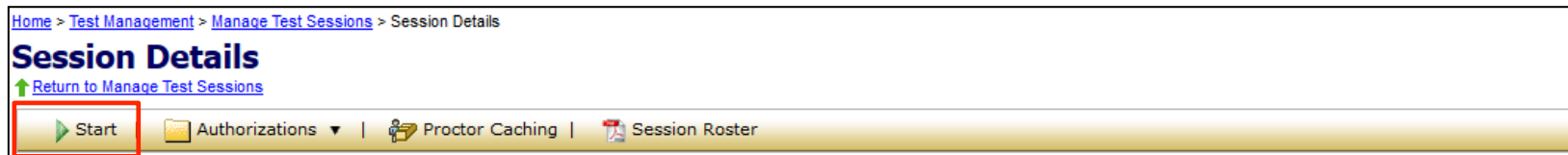
Seal codes are the electronic equivalents of the adhesive tabs that are used to seal sections of paper test booklets.



- There will be one set of seal codes assigned to each test session.
- Before students in a test session can go to the next sealed section of an electronic test, they must enter the appropriate four-digit seal code.
- Seal codes for a specific test session are listed on the seal codes document.

# Starting Test Sessions

A test session must be started before students can begin testing.



- Scheduling a date and time for a new test session is intended primarily for planning purposes.
- A test session will not start until you click the **Start** button on the *Session Details* screen, regardless of the scheduled start date and time.

**NOTE:** If you do not have access to start a test session, the **Start** button will be disabled and you will not be able to start the test session. Users with Organization and Technology Coordinator Roles only do not have access to start or stop sessions.



# Monitoring Test Sessions

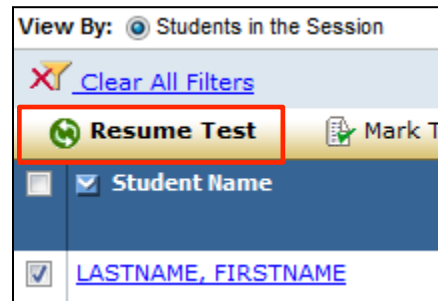
The table below gives an explanation of the possible statuses for students as they test.

Status	Meaning
<b>Ready</b>	The student has not yet started the test.
<b>Active</b>	The student has logged in and started the test.
<b>Exited</b>	The student has exited TestNav but has not submitted test responses, e.g. took a break. (Student must be resumed by a test administrator to continue testing.)
<b>Resumed</b>	The student has been authorized by a test administrator to resume the test.
<b>Resumed-Upload</b>	The student has been authorized to resume the test, and any responses saved locally can be uploaded when the student is ready to continue testing.
<b>Completed</b>	The test has been submitted by the student through TestNav and the data has been processed.
<b>Marked Complete</b>	The student has exited TestNav and will not resume the same test, e.g left due to illness.



# Resuming a Student's Test

A test administrator must resume an Exited student's test in order for the student to complete testing.

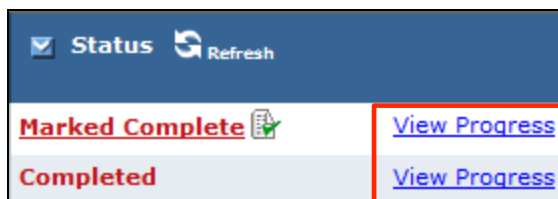


- Select the checkbox for the student on the *Session Details* screen.
- Click the **Resume Test** button. The student's status will change to "Resumed" (if the student was in "Exited" status) or "Resumed-Upload" (if the student was in "Active" status).
  - The student's test will be resumed from the point at which it was exited or interrupted. Any saved test responses that the student entered will be uploaded when the connection to the Pearson testing server is reestablished.
- Have the student log in using their original student authorization.

# View Test Progress

The Status column in the *Session Details* allows administrators to view test progress.

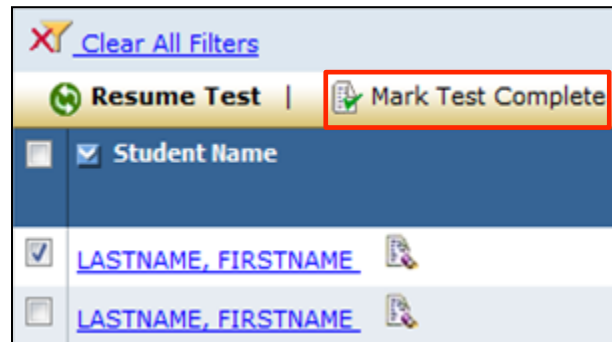
- When available, select the student's *View Progress* link to review test progress. Users with Organization and Technology Coordinator Roles only do not have access to view progress.



Status	Meaning
<b>Visited/No Response Required</b>	Student has visited the item but no response is required.
<b>Visited/Answered</b>	Student has visited the item and entered a response.
<b>Visited/Not Answered</b>	Student has visited the item but has not entered a response.
<b>Not Visited</b>	Student has not visited the item.

# Mark Test Complete

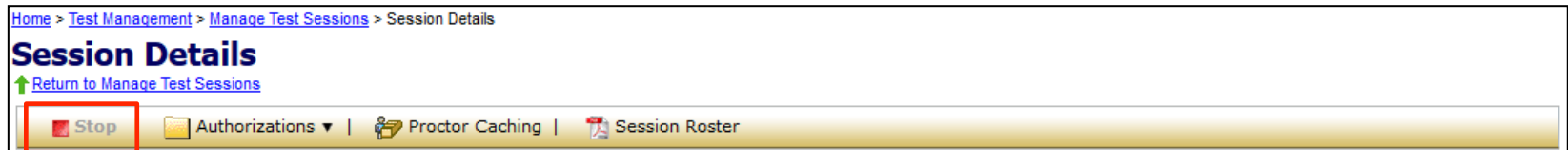
If a student has exited a test and **will not resume testing**, the test can be manually marked “complete.”



- Select the checkbox for the student on the *Session Details* screen.
- Click the **Mark Test Complete** button. You will be prompted to enter the reason for marking the test “complete.”
- Click the **Save** button.
- The student’s status will change to “Marked Complete.”

# Stopping Test Sessions

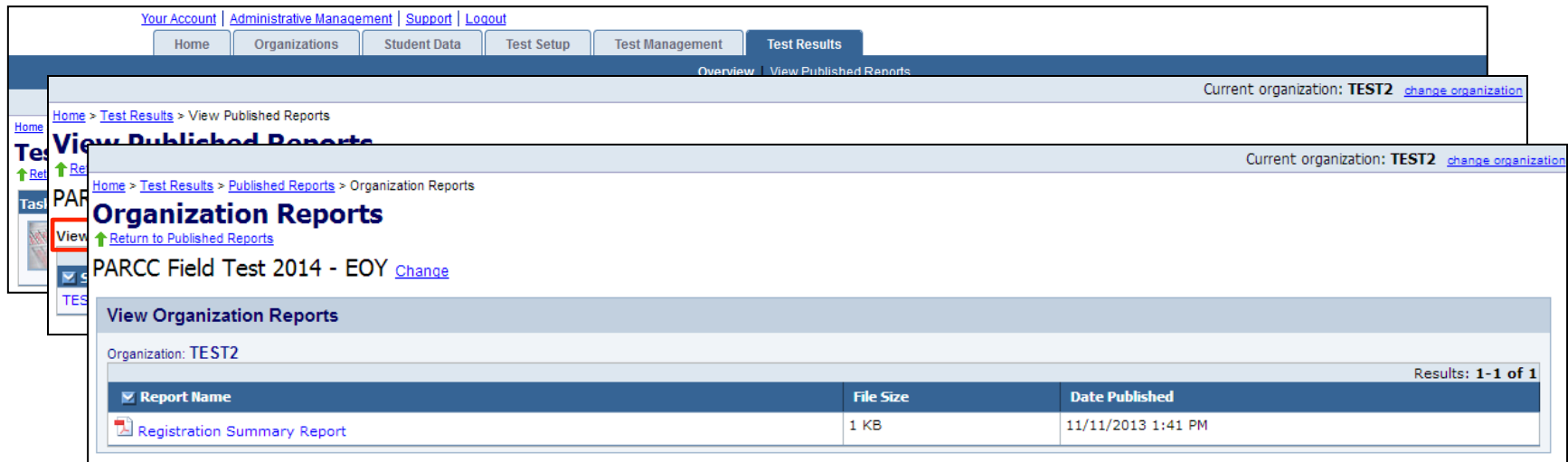
You cannot stop a test session until all students in the session are in “Completed” or “Marked Complete” status.



- After all students have completed the test and submitted their responses, or been marked “complete,” you should stop the session.
- Click the **Stop** button.
- **NOTE:** A session does not stop until you click the **Stop** button. The system will **NOT** automatically start or stop a session. Once a session has been stopped, it can no longer be modified.

# Test Results – View Published Reports

Reports in Spring 2014 include data extracts that are available for viewing, downloading, and printing.



The screenshot displays the 'Test Results' section of a web application. The breadcrumb trail is 'Home > Test Results > View Published Reports'. The current organization is 'TEST2'. Below this, there is a section for 'Organization Reports' with a link to 'Return to Published Reports'. A specific report, 'PARCC Field Test 2014 - EOY', is listed. A 'View Organization Reports' section shows a table of reports for organization 'TEST2'.

Report Name	File Size	Date Published
Registration Summary Report	1 KB	11/11/2013 1:41 PM

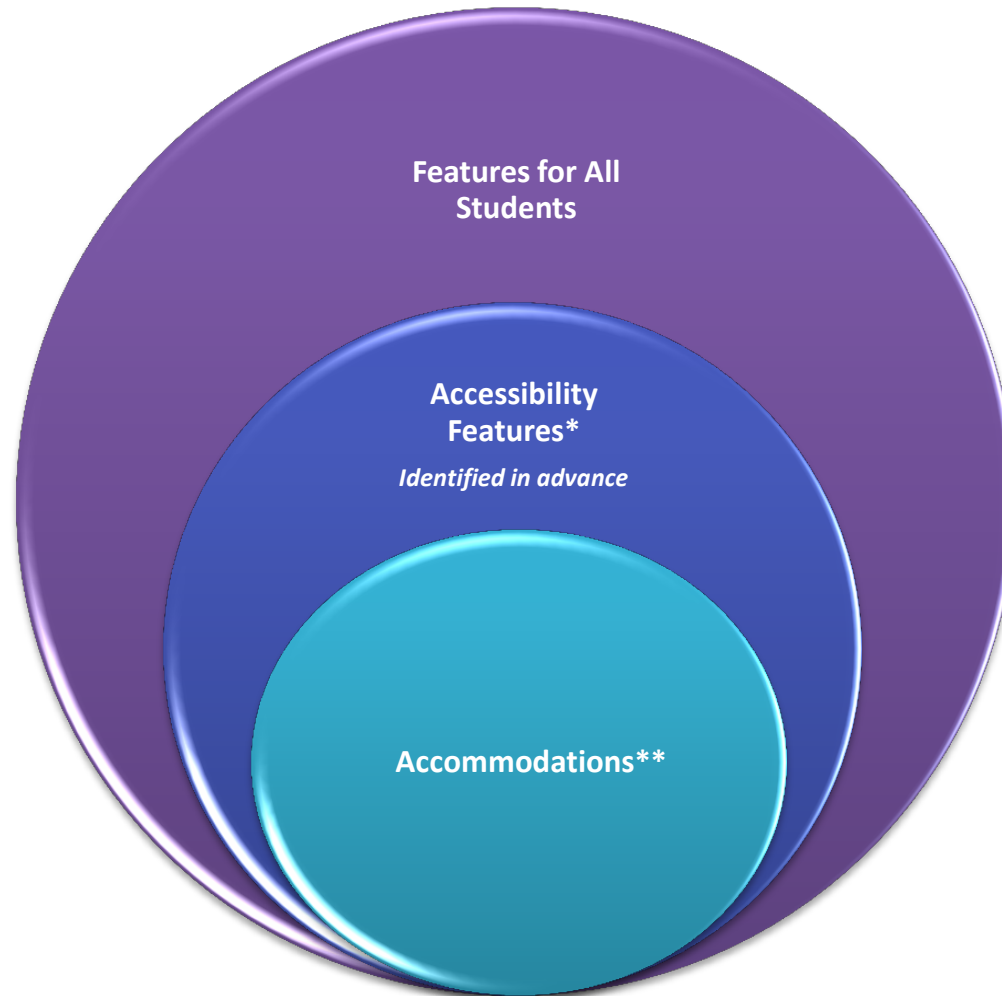
- Go to Test Results > View Published Reports to see a list of available reports.
- If necessary, click the *Change* link and select the correct administration.
- From the **View by** options set, select the correct organization type.
- Click on the organization link in the available list.
- Open the desired report(s); icons designate the report's format.



## Part III: Accessibility Features and Accommodations

# **Accessibility Features and Accommodations with Computer-Based Testing**

# Types of Accessibility Features and Accommodations





# 2014 PARCC Field Test Accessibility Features and Accommodations

## Computer-Based Accessibility Features and Embedded Accommodations

During the PARCC field test administration, some accessibility features and accommodations will not be available due to ongoing development and research that is required to ensure that all accessibility features and accommodations provide a valid reflection of what students know and can do. In addition, some specific accessibility features and accommodations may not be available on specific devices such as Chromebooks, and Android and Linux devices.

The following slides will summarize which accessibility features and computer-based accommodations by operating system that will be supported for the PARCC Field Test versus the 2014-2015 operational assessment.

More detailed information about PARCC accessibility can be found in the PARCC Accessibility Features and Accommodations Guidelines (<http://www.parcconline.org/parcc-draft-accommodations-manual> ).



# Accessibility Features and Accommodations: Tools

<http://parconline.org/field-test-technology> - *Full Technology Specifications* document

Accessibility Features and Accommodations Enabled for Computer-Based Test Administration in PARCC Field Test and Operational Administration													
	Windows		Mac		iOS		Chrome OS		Android		Linux		
	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	
<b>TOOLS – Available for All Students</b>													
Always Available													
Eliminate Answer Choice	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes	
Flag Items for Review	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Magnification/Enlargement Device	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Notepad	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes	
Available by Test Form Selection													
Calculator - Scientific	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Calculator - Four function with square root	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Compass	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD	
Graphic Organizer tool	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD	
Pencil tool	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD	
Protractor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Ruler Inches/Centimeters	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Available by Item/Passage													
Audio with Volume Control	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Highlight tool	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD	
Pop-up Glossary	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Spell Check	Yes	Yes	Yes	Yes	Yes	Yes	TBD	Yes	NA	Yes	NA	Yes	
Video Playback	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	Yes	NA	Yes	
Writing Tools (Cut/Copy/Paste)	Yes	Yes	Yes	Yes	Yes	Yes	TBD	Yes	NA	Yes	NA	Yes	

# Accessibility Features and Accommodations for PARCC Field Test

<http://parconline.org/field-test-technology> - Full Technology Specifications document

## Accommodations and Accessibility Features

*[Can be selected by local test administrator according to a student's 504, IEP, or English Learner Plan (if applicable) for Spring 2014 Field Test. Will be turned on/off by the test platform according to students' personal needs profiles (PNP) for 2014-2015 operational assessment]*

	Windows		Mac		iOS		Chrome OS		Android		Linux	
	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014	Spring 2014	Fall 2014
Answer Masking	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
ASL Video of Human Interpreter	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
External Assistive Technology**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Closed Captioning	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
Color Contrast Settings	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Descriptive Video	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
General Masking	No	Yes	No	Yes	No	Yes	No	Yes	NA	Yes	NA	Yes
Internal Assistive Technology	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Line Reader	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Refreshable Braille displays (ELA only)	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD
Reverse Color Contrast	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Text-to-Speech	Yes	Yes	Yes	Yes	Yes	Yes	No*	Yes	NA	Yes	NA	Yes
Word Prediction for ELA	No	TBD	No	TBD	No	TBD	No	TBD	NA	TBD	NA	TBD

\*As Chrome is a relatively new OS, the range of Tools/Accommodations is being evaluated and will be updated no later than late October 2013.

\*\*External Assistive Technology does not require comparability with the online platform. PARCC is researching software and hardware devices that will be compatible with the online platform for the first year of operational testing.

YES = Development Complete

TBD = Currently in Development

NA = Not Applicable



## Part III: Accessibility Features and Accommodations

### **Assigning Accommodated Test Forms**



# Read Aloud Administrations

A Read Aloud administration is an accommodation for eligible students.

- A separate test session must be created for each test subject that will be Read Aloud.
- You may add multiple students to the session, as long as they are all receiving a Read Aloud administration.
- Students receiving a Read Aloud administration should be tested separately from students who are not receiving this accommodation.
- To create a Read Aloud administration testing session, select “Yes” in the Read Aloud by Test Examiner drop down on the *New Test Sessions* screen.

**NOTE:** If the drop down is unavailable (grayed out) then the Read Aloud accommodation is not valid for the test to be administered.

# Other Accommodations

## Assigning Alternate Forms Groups for Other Accommodations

- A separate test session must be created for each test subject where an accommodation applies.
- You may add multiple students to the session, as long as they are all receiving an the same accommodation.
- To assign an accommodated form, select the appropriate Form Group Type from the dropdown during the “Create New Session” activity.

Home > Test Management > Manage Test Sessions > New Test Sessions

### New Test Sessions

[Return to Manage Test Sessions](#)

**Test Session Details**

Session Name:

School

Seed Non-Public Schools (seed\_nonPublicSchools)

Test to be Administered:

Grade 3 ELA/Literacy

Read Aloud by Test Examiner:

No

Default Form Group Type:

Select a Form Group Type

Proctor Caching Computer:

Master Server

Include caching computers defined for the .

Scheduled Start Date:

Scheduled Start Time:

01 00 AM

Location/Room:

Save

Cancel

► - Required

View By: ☒ Groups ☐ Students

0 Selected Groups

Results: 0-0 of 0

<input checked="" type="checkbox"/> Group Name ▲	Student Count	<input checked="" type="checkbox"/> School Name	ID
There are no groups to display. All students have already been placed in test sessions.			

Save

Cancel



# Resources & Additional Support

## **PARCC Support Center**

888-493-9888

[PARCC@support.pearson.com](mailto:PARCC@support.pearson.com)